

M e m o r a n d u m

Date: June 18, 2010

To: Office of Assistant Commissioner, Inspector General

Attention: Deputy Commissioner, M. C. A. Santiago

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Commissioner

File No.: 001.9486.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

As the Commissioner who has final approving authority for the Audit Charter and appointing authority for the Assistant Commissioner, Inspector General, I am issuing this property inspection report of the Office of the Assistant Commissioner, Inspector General in accordance with the *International Standards for the Professional Practice of Internal Auditors* issued by The Institute of Internal Audits, Section 1130.A2, and the *Principles and Standards for the Offices of Inspector General* issued by the Association of Inspectors General, Independence Section A. General Standard.

The State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. The last command inventory performed by the Office of the Assistant Commissioner, Inspector General was not located. However, the command inventory for the current year was performed at the time of this property inspection. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 6-19, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 61 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 34 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	19	31.15%	9.66	10
Telecommunications	30	49.18%	15.25	16
Fleet	4	6.56%	2.03	3
Weapons	8	13.11%	4.06	5
Total	61			34

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 27 of the 34 items were located. The seven items not located had been transferred out of the command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 5 of the 5 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B, C, and D.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through my office by September 15, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Office of Assistant Commissioner, Inspector General
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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "J. A. Farrow", with a stylized flourish at the end.

J. A. FARROW
Commissioner

Attachments

cc: Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Assistant Commissioner, Inspector General (005)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Laptop	139961				X		CHP 266, 3-8-10, to 040
Canopy Shelter	150644				X		CHP 266, 4-14-10, to 201
Computer	160102				X		CHP 266, 3-8-10, to 040
Cellular Telephone	R100546				X		CHP 266, 3-30-10, to 040
Mobile Repeater	R45665				X		CHP 57, 1-6-10, to 074
Hand-Held Radio	R63584				X		CHP 266, 3-9-10, to 047
Control-Head-Mobile	R97324				X		CHP 57, 1-6-10, to 074

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Assistant Commissioner, Inspector General (005)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	107365	COMPUTER DESKPRO 400	68238VF2J010	X				
2	109774	PRINTER	USEC024485	X				
3	127505	PRINTER	USBF027575				X	OPI changed to 065 due to typographical error
4	135369	PRINTER	USGNP47968	X				
5	139290	LAPTOP	0035500277	X				
6	139961	LAPTOP NX9600	CNF54104Q9			X		CHP 266, 3-8-10, to 040
7	144655	DVD/VCR TV 20" FLAT	BAB359063594A	X				
8	149071	PRINTER	CNRXG67714	X				
9	150644	CANOPY SHELTER				X		CHP 266, 4-14-10, to 201
10	160102	COMPUTER	2UA8161BDJ			X		CHP 266, 3-8-10, to 040
EQUIPMENT TO INVENTORY LIST								
1	157734	COMPUTER	2UA8060CQG	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Assistant Commissioner, Inspector General (005)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R100546	Cellular Telephone			07616699930				X		CHP 266, 3-30-10, to 040
2	R100617	Cellular Telephone			07612896596	X					
3	R41831	Mobile Radio	3QPE039	6AVK837	9540927	X					
4	R43527	Mobile Radio	3QPD691	6ASH734	9541882	X					
5	R45665	Mobile Repeater	1215410		7723087				X		CHP 57. 1-6-10, to 074
6	R46823	Mobile Repeater	3QPD691	6ASH734	7733531	X					
7	R46984	Mobile Repeater	3QPE039	6AVK837	7780194	X					
8	R49523	Mobile Radio	3QPE036	6AVH327		X					
9	R63584	Hand-Held Radio	09263-SEP	RETIRE	402AWY1238				X		CHP 266, 3-9-10, to 047
10	R64552	Hand-Held Radio	10469	MM 08-084	402AWY7811	X					
11	R68323	Hand-Held Radio	09831	MM #08-026	402AXE8935	X					
12	R71524	Battery Charger - Radio	DUMMER			X					
13	R78426	Control Head - Mobile	3QPE039	6AVK837		X					
14	R93775	Scanner	3QPE039	6AVK837	320Z44000923	X					
15	R94039	Scanner	3QPE036	6AVH327	320Z44002999	X					
16	R97324	Control Head - Mobile	1215410						X		CHP 57, 1-6-10, to 074
EQUIPMENT TO INVENTORY LIST											
1	R46826	Mobile Repeater	3QPE036	6AVH327	7733460	X					
2	R93926	Scanner	3QPD691	6ASH734	320Z44002806	X					
3	R97658	Control Head - Mobile	3QPD691	6ASH734		X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
005	3QPD691	6ASH734	1 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
005	3QPD693	6ASP057	2 COMMISSIONER VEHICLES	2007	DOD	CHARGER	001
0	3QPE036	6AVH327	3 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
005	3QPE039	6AVK837	4 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

ATTACHMENT E
March 17, 2010

(201) Issued to officer

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

(201) Issued to officer

[REDACTED]

Officer Issued Weapons Total:

Area Grand Total:

"0" - DELETION "1" - ADDITION "2" - TRANSFER "3" - TRANSFER "4" - CORRECTION

SUPPORTING DOCUMENTATION

3/8/11

Laptop Computer

hard copy (original)
sent to 41 ITS
to Division
copy
IND IV

AUTHORIZED BY

☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by: _____

RECEIVED BY SIGNATURE	PRINTED NAME	DATE	AUTHORIZED BY
	STEPHEN MERCHANT	4-15-10	


☐ Return ☐ Repair ☒ Transfer
☐ Loan, return by:

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

Destroy Previous Editions

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

RECEIVED BY (SIGNATURE) 	PRINTED NAME Gerry Hoilco	DATE 3/12/200	AUTHORIZED BY
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005

VEHICLE NR:		1215410	
YEAR:	2005	LICENSE NR:	1215410
MAKE:	FOR	REPLACES VEHICLE:	1126646
MODEL:	CRNVIC	VIN:	2FAHP71W55X162344
CLASS CODE:	ES	DATE PLACED IN SERVICE:	05/25/2006
DEALER STOCK NR:	6943	FUEL CARD #:	604171

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-43768 CHANGED 2-25-09 JM
A RADIO CONTROL HEAD	R-97324 CHANGED 2-25-09 JM
A REPEATER	R-45665 CHANGED 2-25-09 JM
A SCANNER	R-74358
ANTENNA - COMPUTER -	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
MIRROR MOUNT RED LIG	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTERFAC	
REAR DECK LIGHT	
REAR MAPLIGHT	
REPEATER ANTENNA	
SIREN	
SPOTLIGHT RIGHT CLE	
SPOTLIGHT LEFT RED	
STALKER RADAR WIRING	
WIG WAG FLASHER	

COMMENTS:
REPLACES EARLY SURVEY 08-89
***7-3-08 REASSIGNED TO 074 AS FLIGHT LINE @ 115220 MILES.
3-12 -09 REASSIGNED TO ACIG FOR 1 YEAR PER COMMISSIONER GREEN.

ASSIGNED TO LOCATION: 001 ¹⁰⁷⁴

RECEIVED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

ODOMETER: ¹¹⁶⁸⁸⁶
~~116222~~

TRANSFERED FROM LOCATION: 1001/010

DELIVERED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

----- End of Report -----